

School Summer Short Courses and Workshops 2010

The Bureau of Nutrition, Health and Transportation Services and Iowa State University Extension will be offering eight workshops this summer. We will start in June with **Manager's Update**, scheduled for June 16th, the day following the Iowa School Nutrition Conference. The 2010 Update will focus on two areas: equipment use and purchasing, and the Healthy Kids Act. Commodity and Bureau updates will also be covered. Two workshops are devoted to school food safety. On June 21, the food safety certification course developed by the National Restaurant Association Educational Foundation and recognized by the Conference on Food Protection, **ServSafe®**, will be offered. Participants will sit for the certification exam at the end of the day. Iowa regulations require the person in charge of a foodservice to have demonstrated knowledge of food safety principles; ServSafe® certification is one way to demonstrate this knowledge. Certificates are valid for five years. A workshop offered the next day will focus on the Process Approach to **HACCP**. This interactive workshop is an opportunity for school foodservice managers to review and evaluate their district's food safety plans. Both workshops are facilitated by a food safety expert from Iowa State University and Bureau Consultants. Please register for each workshop separately, and read the descriptions below for more information.

The **Healthy School Meals Workshop**, introduced last year, will again be offered in 2010. Participants will engage in activities about planning, serving, and documentation of healthy school meals following the guidance materials developed by USDA and other resources available to schools, and some tips on implementation of the Healthy Kids Act as pertaining to school meals.. This workshop will be held June 23 and 24th.

On July 8th and 9th the **Financial Management Seminar** will again be available for foodservice managers/directors, school business officials, and others involved in financial decisions. Participants will determine how to manage costs of operating a school food service program and receive NFSMI-developed materials, including a manual with case studies and step-by-step helpful formulas. They will also receive sample financial management resources on a CD-ROM to use in their operations.

The **Procurement Workshop**, facilitated by staff from the NFSMI, will be held July 21st through 23rd. This 2 ½ day session will cover topics related to the purchasing function: development of specifications, determination of bid units, and understanding of the market. Managers and others involved in purchasing and receiving of products should attend this workshop to gain a better understanding of how to control costs and ensure quality. An optional evening seminar will focus on local procurement (additional cost for the meal) and provide guidance on implementing a Farm to School program..

The **Food Buying Guide Workshop** will be held on July 26th. The summer workshop series will end with the **New Managers Orientation** on July 27-28th. Those who will be undertaking new supervisory responsibilities in foodservice programs should attend this workshop to learn the basics of running a child nutrition program. This workshop is offered at a discounted rate (\$100 for two days).

The following list describes the content, the intended audience, cost, timeframes, and locations. Online registration is available at

<http://www.ucs.iastate.edu/mnet/schoolfoods/register.html>

If you are unable to register online, please call Scheman's Registration Department at 515-294-6222. They will work with you to complete the registration process within the deadlines. If you are attempting to register after the deadlines, you might be charged a late fee.

Other registration details:

- The registration fee includes all breaks and meals, and training materials. There will be a \$15.00 processing fee retained for cancellations. If cancellation occurs less than one week prior to the class, there will be no refund but substitutes are welcome. Be sure to note contact person and date of cancellation.
- Send a separate check for each class.
- Make check or money order payable to Iowa State University.
- Send check or money order to **Continuing and Distance Education, 102 Scheman Building, Iowa State University, Ames, Iowa 50011-1112, Tel: 515-294-6222**. Please call if attempting to register late. There will be no guarantee of your acceptance with a late registration, and a late fee may apply.
- Classes are subject to space availability and may be cancelled if the minimum number of registrations is not received by the deadline. If a class is cancelled due to low numbers, you will not be charged the processing fee mentioned above.

The registration deadlines are important because classes with low enrollment may be cancelled if not enough enroll. **Please Register Early!!** If you believe you have new staff that will be coming, please hold a space under the school name with a contact so that materials can be prepared for them.

REGISTRATION DEADLINE FOR SERVSAFE® IS June 1, 2010 (to allow time to mail materials and book to participants)

REGISTRATION DEADLINE FOR MANAGER'S UPDATE is June 7, 2010

Class: Manager's Update

Date: June 16, 2010

Time: Registration at 8:00 AM

Class from 8:30 AM-4:30 PM

Location: Scheman Building, Iowa State University

Cost: \$75 includes lunch, materials and break

Audience: All managers,

Description: This course will highlight new issues and challenges faced in the management of school foodservice. This year's agenda will focus on two areas: equipment planning, purchasing and using, and implementing the Healthy Kids Act (hand-on activities focused on manager's responsibilities). Commodity program and other Bureau updates will also be shared.

SNA CEU's: 6*

Minimum Class Size: 40 (class may be cancelled if less than 40 enroll)

Class: Food Safety - ServSafe® Certification Course

Date: June 21, 2010

Time: Registration at 7:30 AM

Class 8:00 AM-4:00 PM; Certification Exam from 4:00 – 5:30 PM

Location: Scheman Building, Iowa State University

Cost: \$125 includes lunch, breaks and ServSafe® Coursebook and testing materials

Audience: School foodservice directors, managers and supervisors as well as staff involved in food production should attend. This course is an excellent way to become recertified if your current certification has expired. Course information is based on *Food Code 2005*.

Description:

Food Code 2005 has been adopted by the state of Iowa. Participants will learn about safe food practices as food flows through a foodservice. ServSafe® Course books will be sent to registered participants prior to the workshop. *It is expected these are reviewed prior to the session.* Participants *must* bring their books to the workshop as the certification exam answer form is included in the book. There will be NO extra books or exam forms at the workshop for those who have forgotten, and the exam time can not be changed.

SNA CEU's: 6*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll).

Maximum Class Size: 40

REGISTRATION DEADLINE FOR HACCP COURSE AND HEALTHY SCHOOL MEALS WORKSHOP is June 14, 2010

Class: Food Safety- HACCP 101

Date: June 22, 2010

Time: Registration at 8:00 AM

Class from 8:30 AM-4:00 PM

Location: Scheman Building, Iowa State University

Cost: \$75 includes lunch, materials and break

Audience: Persons in charge of school meals program and district HACCP team members

Description: This course will review foundation knowledge the about HACCP and the USDA Guidelines for the Process Approach to HACCP. Registrants should have basic knowledge and understanding of food safety standards and sanitation principles and implemented prerequisite programs in their districts. Ideally, registrants have earned ServSafe® Certification. This course will also provide an opportunity for participants to evaluate current district food safety programs and receive technical assistance for fine tuning of their district's food safety plan from Bureau Consultants and ISU Food Safety Experts. Participants should bring their district's current food safety plans, recipes, SOPs, employee manual, and/or examples of monitoring forms. It is suggested that districts register all or several members of the HACCP team in this workshop.

SNA CEU's: 6*

Minimum Class Size: 20 (class may be cancelled if less than 25 enroll)

Maximum Class Size: 40

Class: Healthy School Meals Workshop

Date: June 23 and 24, 2010

Time: Registration at 8:00AM June 23

Class from 8:30-4:00 both days

Location: Scheman Building, Iowa State University

Cost: \$125 includes lunches, breaks and materials

Audience: School foodservice persons involved with and responsible for planning, directing the service of meals, and documenting the meals offered to students in schools.

Description: this new workshop is planned to be hands-on as much as possible with learning how to use the tools and required documentation in your kitchen. We will re-write recipes and menus, we will discuss healthy ingredients in recipes and healthy menu items, we will look at what meal analysis proves about overall meal planning, and we will practice filling out production sheets. We will learn how to use the resources available to you in your kitchen to plan meals that meet nutrient targets, the Dietary Guidelines and Wellness Policy targets.

SNA CEU's: 12*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

Maximum Class Size: 50

**REGISTRATION DEADLINE FOR FINANCIAL MANAGEMENT SEMINAR is
June 28, 2010**

Class: Financial Management Seminar

Date: July 8 and 9, 2010

Time: Registration at 8:00 AM July 8

Class from 8:30 AM-4:00PM both days

Location: Scheman Building, Iowa State University

Cost: \$ 125 includes lunches, breaks and materials

Audience: School foodservice and other district staff involved in the financial aspects of the districts' school meals program, such as foodservice directors or managers, superintendents, business managers, or board secretaries.

Description: Participants will have an opportunity to examine financial elements of effective food service management, and an information system to organize and analyze the school's foodservice financial data. Other areas to be covered include:

- Communicating the Importance of Effective Management
- Revenue Sources by Category
- Expenditures Sources by Category
- Accountability in Financial Reporting
- Using Financial Reports to Analyze Program Efficiency
- Forecasting Revenue and Expenditures

SNA CEU's: 12*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

Maximum Class Size: 35

REGISTRATION DEADLINE FOR THE PROCUREMENT WORKSHOP is July 15, 2010

Class: Procurement Workshop

Date: July 21-23, 2010

Time: Registration at 7:30-8:00 AM July 21

Class from 8:00AM-4:00 PM July 21, 22 and 8:00 – Noon on the 23rd

Location: Scheman Building, Iowa State University

Cost: \$ 125 includes lunches, breaks and materials

Optional evening seminar July 21st includes evening meal with separate charge and registration (approximate cost of \$15; sign up morning of July 21, 2010).

Audience: School foodservice managers and others involved in purchasing and receiving functions

Description: This two and one-half day workshop will address issues related to obtaining food, supplies and services in your school meals system. Issues to be addressed include determining bids and developing product specifications, receiving and storing products, monitoring costs, the impact of regulations and the marketplace environment, and purchasing cooperatives. Optional evening meal will be an informal time to review local food procurement and implementation of Farm to School program with ISU experts and Bureau consultants.

SNA CEU's: 13*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

Maximum Class Size: 30

REGISTRATION DEADLINE FOR FOOD BUYING GUIDE AND NEW MANAGER'S ORIENTATION is July 16, 2010

Class: Food Buying Guide Workshop

Date: July 26, 2010

Time: Registration at 8:00 AM

Class from 8:30AM-4:00 PM

Location: Scheman Building, Iowa State University

Cost: \$75 includes break and materials

Audience: Foodservice employees from school lunch who feel they need a refresher on using the Food Buying Guide and on math skills used in their everyday jobs.

Description: Foodservice employees will learn how to calculate recipe yield, how ingredients used meet the food program requirements, how to find equivalent measures and determine how to select correct portion utensils. **Please bring the Food Buying Guide from your school if possible, and a sample of your production record, either blank or filled in.**

SNA CEU's: 6*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

Maximum Class Size: 40

Class: New Manager's Orientation

Date: July 27-28, 2010

Time: Registration at 7:45AM on July 27

Class 8:00 to 4:00 PM both days^h

Location: Scheman Building, Iowa State University

Cost: \$100 includes lunches, breaks and materials

Audience: Food service managers with less than 3 years experience as managers

Description: New managers will be provided National School Lunch Program, School Breakfast Program, and snack program guidance. The current program regulations will be explained. The new manager will learn how to apply food service principles and procedures to menu planning. Production records and other necessary paperwork will be taught; for more practice on necessary paperwork, please attend the Healthy School Meals workshop June 23 and 24, 2010. Food Safety and Wellness Policies will be reviewed; for more in-depth training on implementing a HACCP Process Approach food safety system, please attend the June workshop noted above. Food based menu planning will be reviewed more thoroughly, and nutrient standard menu planning will be introduced, but not covered in depth. **Please bring your copy of the Food Buying Guide from your school, two weeks of menus, and a sample of your production record form.**

SNA CEU's: 13*

Minimum Class Size: 20 (class may be cancelled if less than 20 enroll)

*Number of anticipated CEUs; applications still pending